

Please fax this information sheet with ALL copies of your orders (front and back) and any other required paperwork for shipment of your personal property to (270) 798-2916 or DSN 635-2916.

You may also mail them to:

**Installation Transportation Office
ATTN: Outbound Personal Property
875 Bastonge Ave
Fort Campbell, KY 42223-5129**

One signed information sheet required per shipment. Check the appropriate box below

<input type="checkbox"/>	Household Goods	<input type="checkbox"/>	Unaccompanied Baggage	<input type="checkbox"/>	Long Term Storage
Last Name:		First Name:		Initial:	
Are you acting under Power of Attorney or Letter of Authority YES / NO (If yes please Fax a copy of power / letter)					
Estimated Weight of Household Goods:		Estimated Weight of Professional Books/Gear (if applicable):			
Address where movers will pick up your property					
Street: (Include name of Building and Room number or Apartment Complex)					
City:		County (If known):		State:	Zip:
Home Phone:			Work Phone:		
2nd Pickup Address (if applicable):					
Dates Preferred for packing and pick up of property (MONDAY Through FRIDAY only) <u>NUMBER OF DAYS REQUIRED FOR PACKING AND LOADING:</u> Shipments weighing between 4,500 to 8,999 pounds require 2 days; shipments weighing between 9,000 to 13,500 pounds require 3 days; shipments weighing over 13,500 pounds require 4 days.					
Pack Date(s):			Pickup Date:		
Where do you want to ship your personal property					
Installation or location:					
Street:			Phone Number:		
City:		County (If known):		State:	Zip:
Do you wish to designate someone to release property or accept delivery of your shipment? (Relative, Spouse, Friend, etc.)					
Releasing Agent:			Receiving Agent:		
<ol style="list-style-type: none">1. This shipment consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.2. If my orders are modified or canceled and affect this shipment, I will immediately notify the shipping office at point of origin and destination.3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs incurred.4. I understand that transportation entitlements of my household goods is provided in Chapter 5, JFTR.5. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.6. Professional books, papers and equipment are or were necessary in the performance of official duties. (Estimate weight above)					
I have read "Your Responsibilities, Personal Property Counseling Checklist and Certification of Shipment Responsibilities" for shipment of personal property and request shipment of my property on above listed dates. I understand that this constitutes my entitlement briefing. If you have other questions please call (270) 798-7151 or DSN 635-7151.					
Signature:				Date:	